

# Working with PowerPoint 2011 (Mac)

A University of Michigan Library Instructional Technology Workshop

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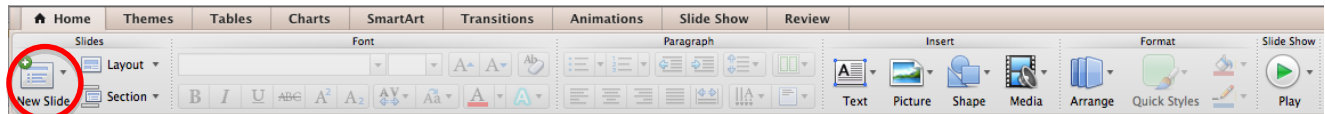
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## Bare Basics

PowerPoint is an excellent tool for presentations of any kind, either in the classroom or at a conference. A PowerPoint presentation is made up of a series of “slides” that can be projected (displayed electronically) or printed in a variety of handout formats. When you open PowerPoint, a new presentation is created with a Title Slide in place. This section covers the bare basics that you need to know, and refers you to other sections in the document for more details if desired.

We **do not** recommend PowerPoint for creating conference posters; we suggest you use Illustrator instead. See <http://guides.lib.umich.edu/graphics> for our handout.



## INSERTING A NEW SLIDE/ CHANGING THE LAYOUT

To add a new slide, click on the New Slide icon in the Home Ribbon, under the **Slides Group**. A new slide with the same layout as the selected slide will be added (except after the initial *Title Slide*, when a *Title and Content* slide is added), or you can choose a new layout when you click the down arrow icon (▾) to the right of the New Slide icon.

To change the layout of your current slide, click on the Layout icon next to the New Slide icon.

The slide layouts look similar to PowerPoint 2008, as shown below. When you choose *Title and Content*, for example, you can either add text or content (such as a picture or chart). If you start with bulleted text, for example, you would need to go to the **Insert** menu (or click on the icon in the Home Ribbon) to add an image; the icon on the slide itself disappears.

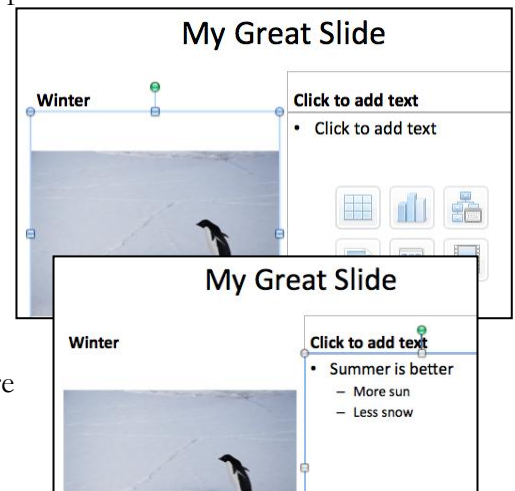
## ADDING CONTENT

**To add text**, click in any box that says *Click to add text* and start typing. If there is a bullet, push *Return* on the keyboard to get a new bullet; to get a subpoint, push *Tab* on that blank line and the text will indent further and become smaller. To get back to the main level bullet, push the *Shift* and *Tab* keys on a blank line.

To change the bullets, font, etc. on all slides, use the Slide Master (see page 5).

**To add graphics, charts, etc.**, click on the appropriate icon (before you type text in the box) and choose the file you would like on the slide. Notice that it will resize to fit into the box.

Also note that when you add one type of content, the other options disappear. You can always go to the **Insert** menu or click on the appropriate icon in the Home Ribbon to add more images, text boxes, etc. (see page 7).



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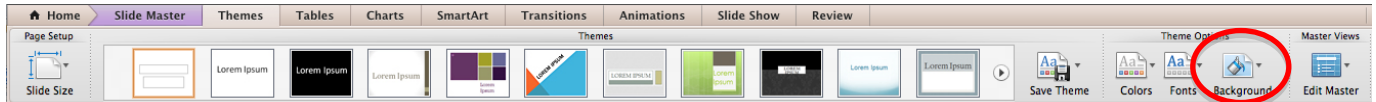
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## ADDING A DESIGN/CHANGING THE BACKGROUND

Design templates are the fancy backgrounds you may have seen on other presentations. Generally, you want to use the same design for all of the slides in your presentation. Click on the Themes Ribbon and then click on the design image to apply it. Click on the next page arrow (▶) to see other options.

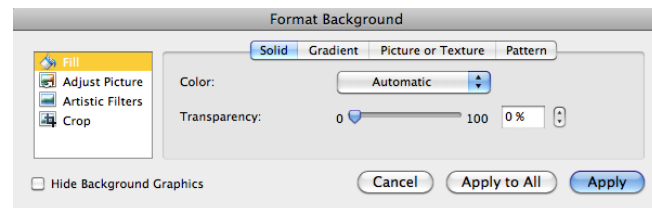
Once you've chosen a general look from the **Themes Group**, you can customize it further by using built-in color or font schemes.



To change the background color of the slide, you can go to the **Format** menu and choose **Slide Background....** Or go to the **Theme Options Group** of the Themes Ribbon to change your background color, theme colors, and fonts.


In the Slide Background dialog box, you can choose to have a solid or gradient as your background as well as a picture or texture. Note that if you close the dialog box, the changes will happen only on the selected slides. To change all slides (including ones not yet created), click on the *Apply to All* button.

To hide the graphic(s) that come with the theme, check the *Hide Background Graphics* box in the bottom left corner.



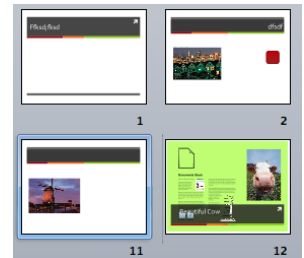
## CHANGING THE ORDER OF YOUR SLIDES



In the left side panel of the Normal View, you can click on and then drag slides to rearrange them. When you see the horizontal line, let go, and the slides will change places. If you have a lot of slides, it might be easier in the Slide Sorter View. Go to the **View** menu, and click on **Slide Sorter** (or click on the middle icon at the left end of the Status Bar ). This view allows you to view multiple slides at once; click, hold, and drag the slide until you see a gray line appear where you want the slide positioned, and then let go.

To move multiple slides at the same time, hold down the *Shift* key as you click to select consecutive slides (*Command/Apple* if they are not consecutive), then drag them to the new location. You can also select slides to copy into a different presentation this way.

Double-click on a slide or click the Normal icon to return to the Normal View.



## ADDING TRANSITIONS

Transitions happen *between* one slide and the next. Click on the Transitions Ribbon and choose one of the icons to add a transition. Click on the Next Page arrow (▶) to see other options.

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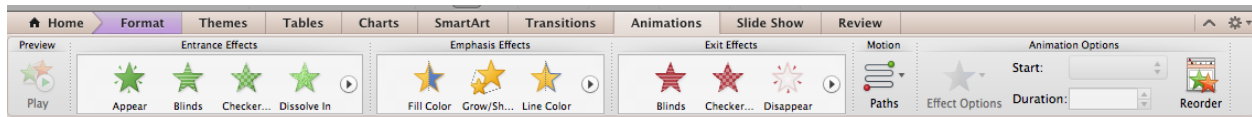


The transition will be applied to the selected slide – to apply the same transition to all slides, click the Apply to All Slides icon at the far right of the ribbon.

## ADDING ANIMATIONS

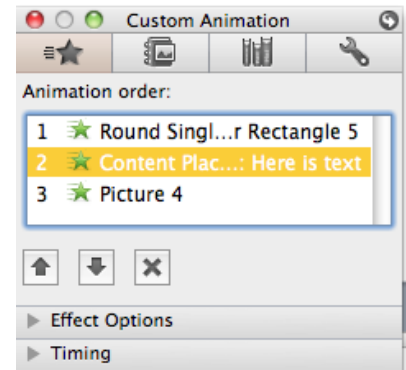
Animation effects happen *within* an individual slide (for example, bulleted text appearing one at a time, or objects appearing). We go into more details on page [13](#), but here are the basics:

1. On the slide, select the object/text that you want to animate.
2. Click on the Animations Ribbon; effects are separated into three categories: *Entrance*, *Emphasis*, and *Exit*. Select an effect based on the category you need.



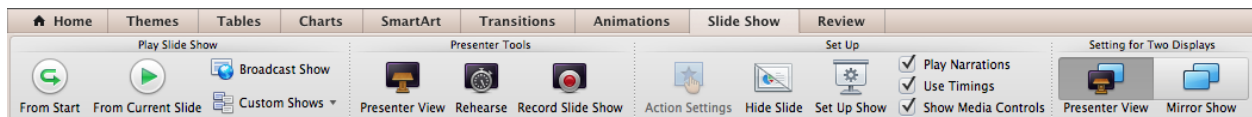
3. To change the order of the animations click the Reorder icon at the right of the ribbon to bring up the Custom Animation Palette.
4. Click once on an animation, then use the up or down arrows to reorder.

You have the option to add an entrance, emphasis, or exit animation to an object. All work in the same fashion. Again, more details on page [13](#).



## VIEWING THE PRESENTATION

At any time you can view your presentation by clicking on the Slide Show Ribbon and choosing *From Start* or *From Current Slide* at the left end of the ribbon.

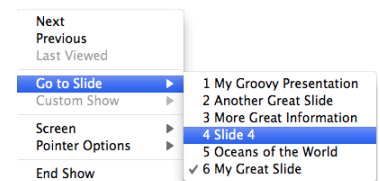


While you are in the Slide Show View, advance your presentation by pressing the *Spacebar* on the keyboard. To go back a slide (or animation step), use either the left or up arrow key on your keyboard.

During your presentation, you can navigate to any slide in the presentation:

1. Right-click (or *Control*-click) anywhere on the slide.
2. Choose **Go to Slide** from the shortcut menu.
3. Click on the appropriate slide. If the slide doesn't have a title, it will say **Slide #** (see Slide 4 at right).

To exit your presentation (and return to the editing view), press the *esc* key on the keyboard.



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## Changing the Formatting of All Slides with the Slide Master

To make changes to the format of all your slides at once, using the Slide Master is probably the best idea. The Master is what controls how your slides will look: what fonts, colors, bullets, etc. will be used on each slide. Within the **Master View**, any of the formatting for your presentation can be changed at once, and then applied to all slides immediately; for example, you can change the font of the title, text or the type of bullets used, add an image to the background, add an image to every slide, etc. Once you close the Master, this format will be in effect on all slides – including the ones you later add.

To access the Master Slide, go to the **View** menu, then **Master**, and then choose **Slide Master**.

By default, you will be on the main Master Slide, so any changes you make will affect all of the slides, regardless of layout. If you want to change something on a particular layout (for example, to center the titles on all of the comparison slides) choose that Sub-Master.

When you are finished go to the **View** menu, and choose **Normal**, or click on the Normal icon in the lower left corner of the PowerPoint window or click on the *Close Master* button on the Master Toolbar.

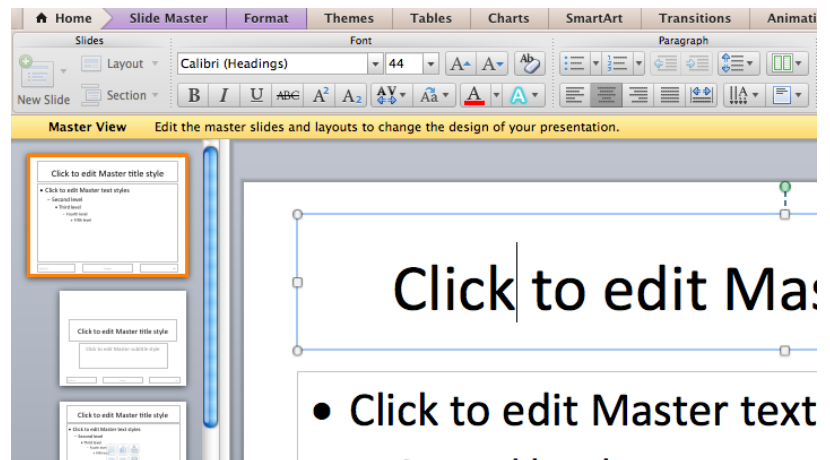
For all the examples below, make sure you are on the Main Slide Master (the one at the very top in the left column).



### MASTER SLIDE EXAMPLE 1: CHANGING THE TITLE FORMATTING

1. Highlight the *Click to edit Master title style* text.
2. Choose the font, size, etc. from the Home Ribbon.

When you are finished, go to the **View** menu, and choose **Normal**, or click on the Normal icon in the lower left corner of the PowerPoint window.



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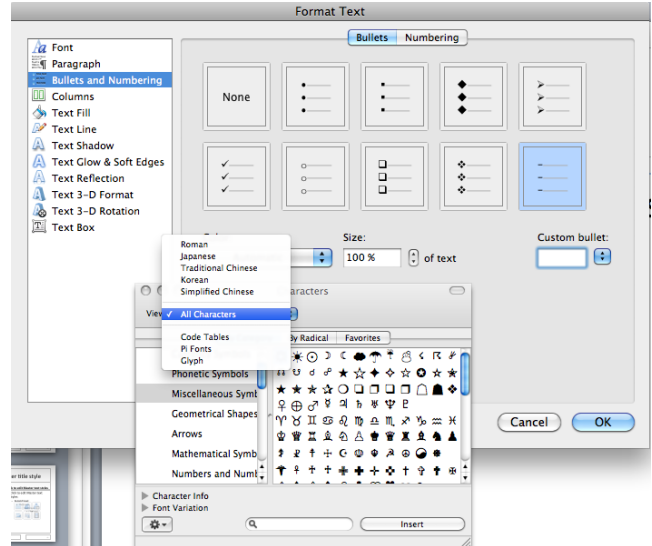
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

## MASTER SLIDE EXAMPLE 2: CHANGING BULLETS

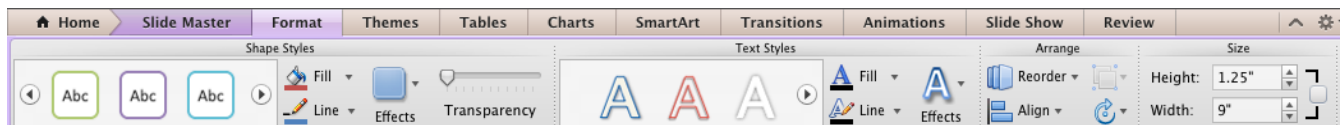
1. Make sure you are on the Main Slide Master (the one at the very top in the left column).
2. Put your cursor in the *Click to edit Master text style* text of the first bullet.
3. Go to the **Format** menu and choose **Bullets and Numbering...**
4. If you want, choose a different color from the *Color:* pulldown, and/or change the *Size*.
5. To change the bullet, click on the double arrows at the right of the *Custom bullet:* box and choose *Character...* (or *Picture...*, if you have a small picture you want to use as a bullet).
6. In the *View:* pulldown, choose *All Characters*, then in the *Symbols* (or whatever category you'd like), choose the desired character and click the *Insert* button.
7. Click *OK* to exit the dialog box and return to the Master Slide.



When you are finished, go to the **View** menu and choose **Normal**, or click on the Normal icon in the lower left corner of the PowerPoint window.

## MASTER SLIDE EXAMPLE 3: CHANGING THE COLOR OF THE TITLE TEXT BOX

1. Make sure you are on the Main Slide Master (the one at the very top in the left column) and then put your cursor inside title text box.
2. Click on the Format Ribbon. Add color to the text box by clicking on the arrow next to the Fill Color (  ) icon.
3. Add color to the line around the box by clicking on the arrow next to the Line (  ) icon.



When you are finished, go to the **View** menu and choose **Normal**, or click on the Normal icon in the lower left corner of the PowerPoint window.

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## INSERTING AND MANIPULATING OBJECTS

Photographs, ClipArt, shapes, charts, and other graphics can enhance PowerPoint presentations. If you reduce the size of your picture in PowerPoint, it usually looks fine, but some pictures will become “pixely” when you increase their size. You can insert images, ClipArt, shapes, and so on by clicking on the appropriate icon on one of the various slide layouts or the **Insert Group** of the Home Ribbon, or by going to the **Insert** menu.

Once you insert an object, a contextual Format Picture Ribbon will appear (see next page for a picture).



**To create shapes**, choose the shape from the Shapes icon – if you click and release on your slide, you will get a standard sized shape that then you can resize; if you click, hold, and drag on the slide, you will draw out the shape. It can then be resized, moved, and colored as described below.

**SmartArt** is a special form of shape, and is described in more detail below, as is information on inserting **Charts**.

## ADJUSTING YOUR IMAGES, SHAPES, AND TEXT BOXES

After you have inserted the object, you can change it in many ways. Make sure it is selected (click on it once) to do the following:

**To move it**, click on it, hold, and then drag it to the desired location.

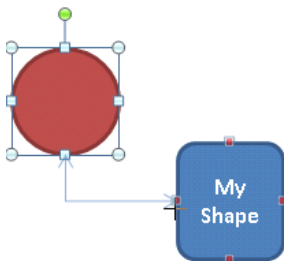
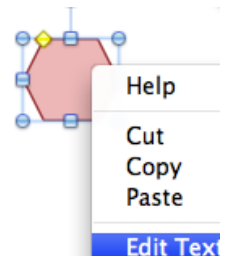
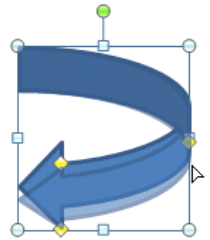
**To resize it**, click and drag one of the little circles that appears in the corners – dragging from the corner keeps it proportionate (for shapes, hold down the *Shift* key to keep it proportionate). Note that depending on the file type, your image may become distorted if you make it bigger.

**To rotate the image/shape**, click and drag on the green circles at the top.

**To modify the proportions of a shape**, click, hold, and drag one of the yellow diamonds that appears on the shape.

**To add text to a shape**, right-click (or *Control* and click if you have a single button mouse) and choose **Edit Text**. A cursor appears in the shape - start typing. The text will automatically fit inside the shape. To edit or modify the text (color, size, font, etc.), highlight the text and make the change.

**To connect lines between objects**, choose a line from the Shapes icon, move your cursor over the object until you see a red square. Click and hold on the red square, drag to the other object until you see a red square again, and then let go of the mouse button.



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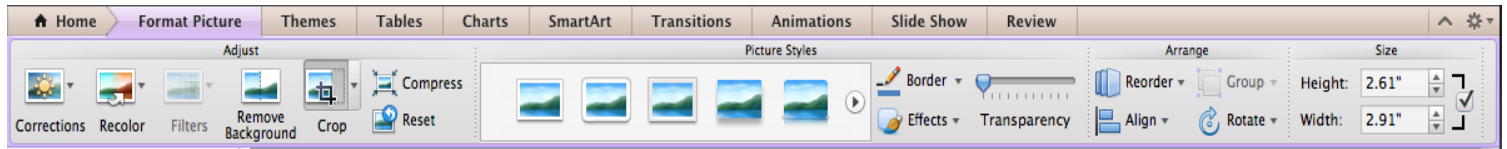
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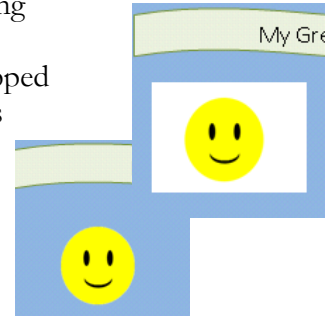
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
Everything below is done using the Format Picture Ribbon shown here.




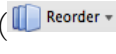
**To crop the image/shape**, click the Crop icon in the **Adjust Group**. Cropping handles will appear – move these by clicking and dragging, and the image will automatically be cropped. Note that unlike a program like Photoshop, the cropped portion of the image is still in the document unless you compress the image (as described below). You can get the cropped area back by clicking the Reset icon.

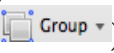
**To make the background of an image transparent**, so it blends into your background, click on the Remove Background icon (  ) in the **Adjust Group**, and PowerPoint will change the color of the background to indicate the portion of the picture that it recognizes as the background. You only get one color, so this only works with solid colors. If you have a more complicated image, you might want to adjust it in Photoshop or some other editing program before inserting it into PowerPoint.



**To apply styles and effects**, you can play with the Effects icon (  ) in the **Picture Styles Group**.

**To align objects**, select one, hold down the *Shift* key on the keyboard and select the other(s), then click on the Align icon (  ) in the **Arrange Group**.

**To change the order of the objects**, click on the Reorder icon (  ) in the **Arrange Group**.

**To group objects together**, select one, hold down the *Shift* key on the keyboard and select the other(s), then click on the Group icon (  ) in the **Arrange Group**. When moved, resized, or animated, grouped objects act as one.

**To change the color (inside or out)**, use the arrow next to the Fill Color icon (inside) or the Line Color icon (outline) in the **Format Group** of the Home Ribbon. You can also change the thickness and type (dashed, etc.) of the line.



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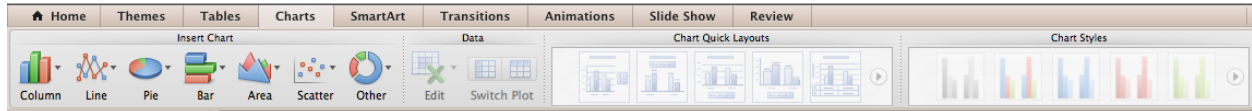



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## INSERTING CHARTS

To create a chart from scratch, click on the Chart icon () on the slide and choose a type from the Chart Ribbon. Excel will launch with some sample data – edit the data as needed, and then quit Excel and the chart will display on the PowerPoint slide.



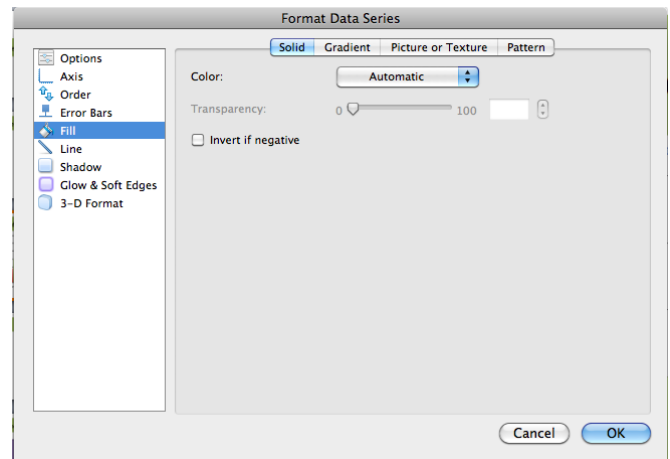
If you already have a chart created in Excel (which is what we would recommend), open the file with the chart and copy the chart. Then in PowerPoint, click on the Chart icon () on the slide and paste. If you don't click on the icon first, it won't automatically fit to the placeholder space (which may be fine with you). You could also just choose a *Blank* type slide, or a *Title Only* and paste to get a larger version of the chart.

**Change the chart type** (even one that was copied and pasted in) by clicking on the chart and choosing a different type from the **Insert Chart Group** of the Charts Ribbon.

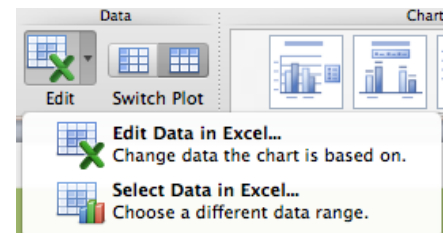
**Change the style** of the chart in the **Chart Style Group** of the Charts Ribbon.

**To change the color, etc.** of the data series, double-click on it to open the Format Data Series dialog box.

**Add a title, move the legend** and so on in the **Chart Options Group**.



**Edit the data** by clicking on the *Edit in Excel...* button in the **Data Group**. Excel will launch and you can change your data. When you save the Excel file and return to PowerPoint, the chart will have changed. However, if you open the Excel file directly and change it, it will **NOT** be reflected on the chart.



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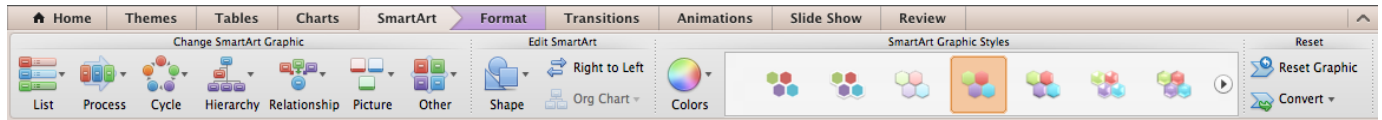
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## WORKING WITH SMARTART

When you click on the SmartArt Graphic icon () in a layout or choose the SmartArt Ribbon. Click on one of the various categories such as *List*, *Process*, *Relationship*, etc. and choose the one that best suits your needs – you can always change it later (without having to retype anything!)



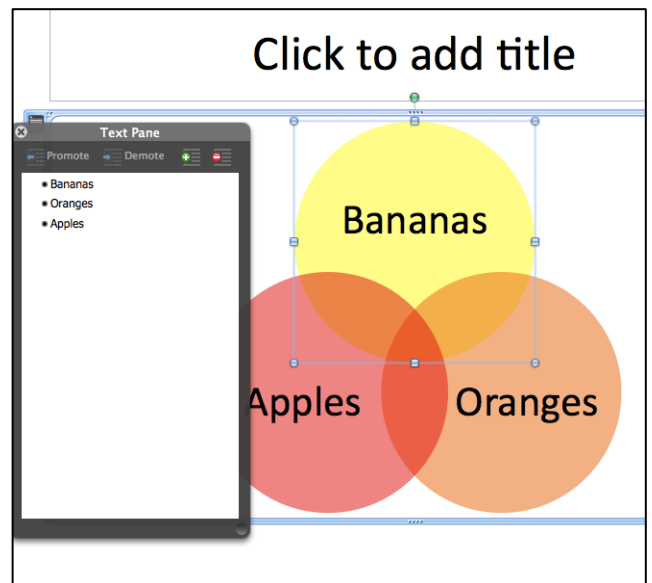
**Add text to the shapes** by clicking in the shape or using the Text Pane (to the left of the diagram). In the Text Pane, press *Enter* on the keyboard to begin typing in the next shape; if you press *Enter* from the last bullet, a new shape will be added to your diagram.

**Change the layout** by choosing a new look in the **Change SmartArt Graphics Group**.

**Change overall style or colors** by using the **SmartArt Graphic Styles Group** of the SmartArt Ribbon.

**Change the fill, outline or style** of an individual element by clicking on it (“Bananas” is selected in this example), and choosing the SmartArt Format Ribbon to the right of the SmartArt Ribbon, and edit the element in the **Shape Styles Group**. Note that the SmartArt Format Ribbon only appears if you have selected the SmartArt on slide.

**Change one of the shapes** to emphasize it by clicking on the Shape icon in the **Edit SmartArt Group** of the SmartArt Ribbon.



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## HYPERLINKS

Hyperlinks in PowerPoint are similar to links you might have seen on a web site. They allow you to jump back and forth between specific slides in your presentation, to other files, or to a webpage (if you are connected to the Internet). If you have an Internet connection, this is the easiest way to show YouTube or other videos that are already online. **Remember**, you will move from the PowerPoint presentation to the web browser. You'll then need to click back to your presentation (or use *Apple/Command-Tab* on the keyboard).

### CREATING HYPERLINKS

1. Select the text or image that will be the hyperlink.
2. Go to the **Insert** menu and choose **Hyperlink...**
3. Paste the link in the *Link to:* field.
4. Click the *OK* button.

Remember, you need to have a live connection to the Internet for this to work. If you've saved the file locally on your computer, you can navigate to it with the *Locate:* button and then click *OK*. If you're not presenting from your own computer, be sure to take this file with you!

The hyperlink only works in the Slide Show View.

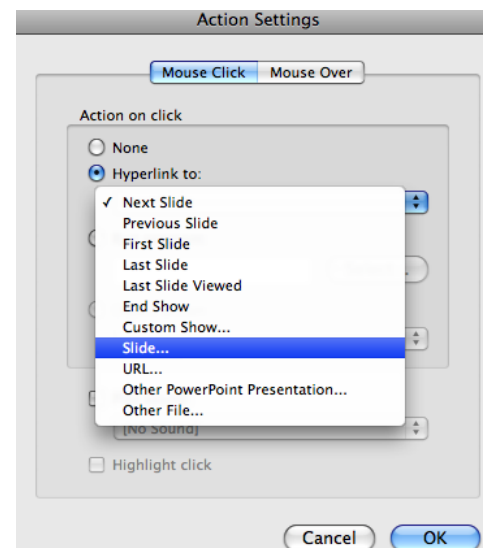


### LINKING TO OTHER SLIDES OR FILES

If you want to link to another slide in your presentation,

1. Highlight the text or image, go to the Slide Show Ribbon and choose **Action Settings....** (👆)
2. Change the radio button to *Hyperlink to:* and choose the appropriate item. Note that you can insert Internet hyperlinks (using the *URL* option) via this method as well as the way described above.
3. Click *OK* when you are ready.

There is a set of *Action Buttons* under the Shapes icon if you want one of the standard icons. When you choose one of these, the Action Settings dialog box opens automatically. Resize, recolor and change Action Buttons as you would any shape, as described on page [Z](#).



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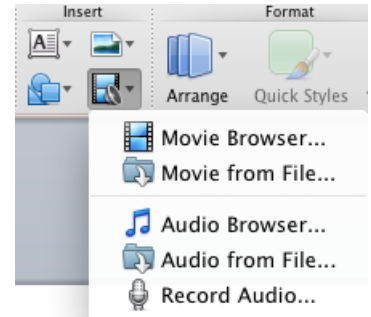
# Working with PowerPoint 2011 (Mac)

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## WORKING WITH AUDIO AND VIDEO

While how you insert a movie or sound file is similar to inserting a picture (click on the icon on the slide, or click on the Media icon in the Home Ribbon), how PowerPoint deals with these files is different. Unlike an image file, which is **embedded** into your presentation, media clips are **linked**, so you must retain the media clip and move it if you move your presentation. For this reason, we recommend that you always store the media clips in the same location as the presentation that will use them; that way, if you move the presentation, you can move the media file and keep it in the same relative location to the presentation.

Also, be sure that the computer you're using has speakers. If you are in a large room, make sure that you can hook your computer to the in-room audio, or no one will be able to hear your video!



## FILE TYPES

While it's true that the media file is linked to the PowerPoint presentation, if you use one of the formats described below, it will still display on the PowerPoint slide – if you don't use one of these formats, you can hyperlink to the file and play it outside of PowerPoint (in QuickTime Player, for example). Then, after you finish showing the clip, you'll need to get back into PowerPoint to continue your presentation. For longer clips, you may want to just play it directly from the DVD.

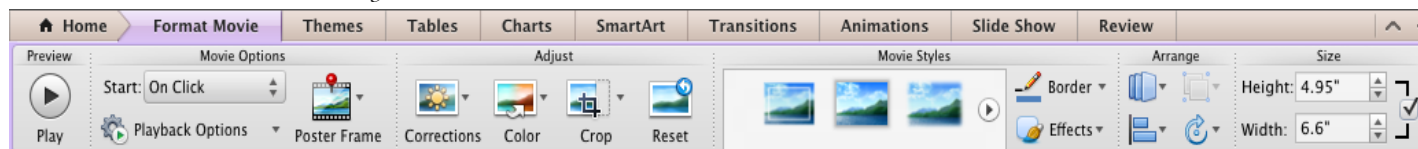
Most, but not all audio and video file types, work in PowerPoint 2011, but some are not cross-platform. Therefore, you need to know what computer you are using (Mac or Windows) as well as what additional software is available if you are presenting on a computer that is not your own.

**Sound formats** that work with PowerPoint 2011 include .aiff, .aif, .mov, .aac, .mp3, .mpeg, .midi, .mid, .kar, and .wma. RealAudio (.ra) files **will not** work directly in PowerPoint, and will need to be converted.

**Video formats** that work with PowerPoint 2011 include, .mov, qvtr, .swf, mpeg2, .mpeg4, and .avi. Avi files work with both the Mac and Windows platforms.

## INSERTING SOUND OR VIDEO

1. To insert a sound or video file, either click the icon on the slide, or click on the Media icon in the Home Ribbon.
2. Navigate to the correct clip, and click the *Choose* (movies) or *Insert* (sounds) button.
3. Once the media is inserted a new ribbon will appear, and under the **Movie Options** **Group** of the Format Movie Ribbon there are two options for when you want the media to start: *Automatically* or *On Click*.



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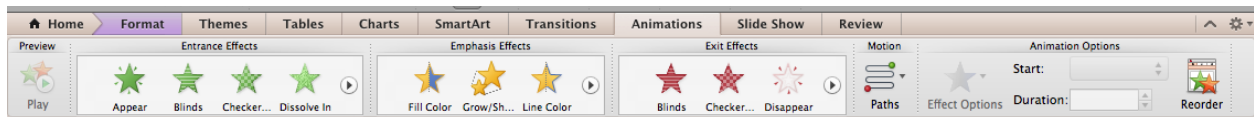
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## Animation Effects

Animation effects happen *within* an individual slide: making objects appear, bringing in one bullet point at a time, etc. Effects can be automated, so they begin at a set time after the last effect, or even immediately, as soon as the slide is shown. **Custom Animation** allows you to tailor the effects to your particular needs.


You can choose **Entrance** (green), **Emphasis** (yellow), or **Exit** (red) custom animations. Under each type, there is a list of effects, click the arrow to the right to page through the effects, or click the down arrow underneath to see a list of all animations of that type (displays when you hover over a specific effects section).



*Entrance effects* all begin with your object off screen and have the object enter the show with effects such as sliding, zooming, or bouncing in. *Emphasis effects* include color changes and wiggling, without moving the object. *Exit effects* are similar to *Entrance*, causing your object to spin, flip, or zoom off-screen.

In the example below, we'll add an Entrance Effect, but the other types of effects are similar.

1. On the slide, select the object/text that you want to animate.
2. Go to the Animations Ribbon.
3. Select the effect you would like in the **Entrance Effects Group**.

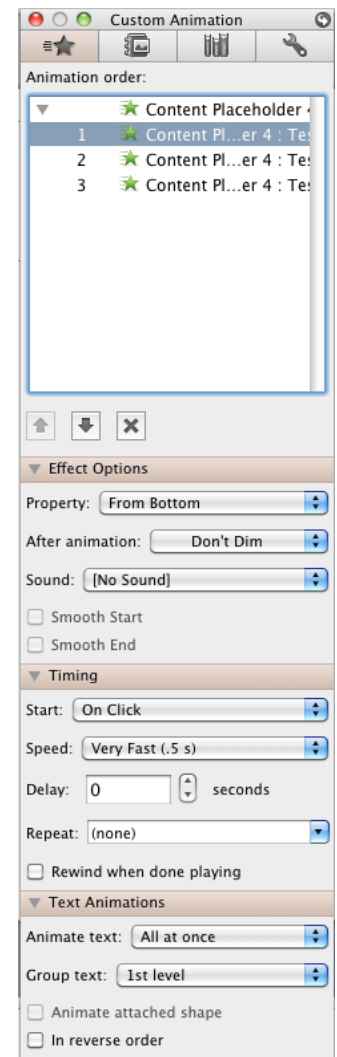
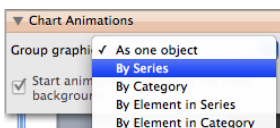
**To change the effect**, click the Reorder icon to display the Custom Animations Palette. Select the item in the list, *Control-click* (or right-click) on it and choose *Change Effect...*. You can delete the effect by clicking on the  below the list and then adding a different one, if you prefer that method. If you just select it and add another effect you will actually add a second effect to the item, not change the one that's already there!

**To change the order in which items appear on the slide**, use the up and down arrows at the bottom of the *Animation Order* section.

**To change when the item animates**, click on the *Start*: pulldown and choose *On Click*, *With Previous*, or *After Previous*. You can set the delay by clicking on the item and then choosing *Delay* in the *Timing* section of the Custom Animations Palette.

**If you have sub-points**, and want them to come in individually, in the *Text Animations* section, click on the *Animate text*: pulldown and choose *2nd level* (or whatever is appropriate).

**Animate charts** in the same way – when you click on the chart, the *Chart Animations* section appears at the bottom of the Custom Animations Palette, and you can control how the chart



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elements appear.

## HIDDEN SLIDES

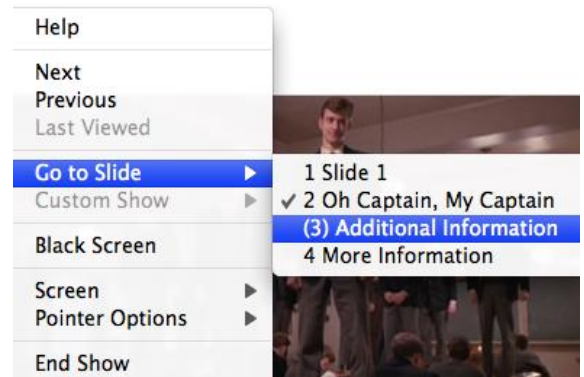
*Hidden Slides*, as the name suggests, are slides that will not appear in your presentation but are still part of your presentation. They might be slides that you have put in your presentation but later choose to hide because you foresee time limitations, or they might be slides containing statistics to back up a claim in your presentation.

Go to the slide you wish to hide, then go to the Slide Show Ribbon and choose *Hide Slide* () under the **Set Up Group**.

Now it will be hidden during your presentation unless you specifically navigate or link to it – if you are in Normal View (seeing the slide and smaller versions of the slides on the left of the screen) or Slide Sorter View, you should notice that the hidden slide has a line through the number and seems a little grayed out. The Slide Sorter View is convenient if you are hiding multiple slides at a time.

To go to a hidden slide during your presentation, right-click (or *Control*-click) anywhere on the current slide, choose the **Go to Slide** option, and then pick your hidden slide. The hidden slide will have parentheses around the slide number.

When you show a *Hidden Slide* and then click or press the spacebar to advance to the next slide in the sequence, it will jump to your next “real” slide, not the next *Hidden Slide* (even if one happened to be next).



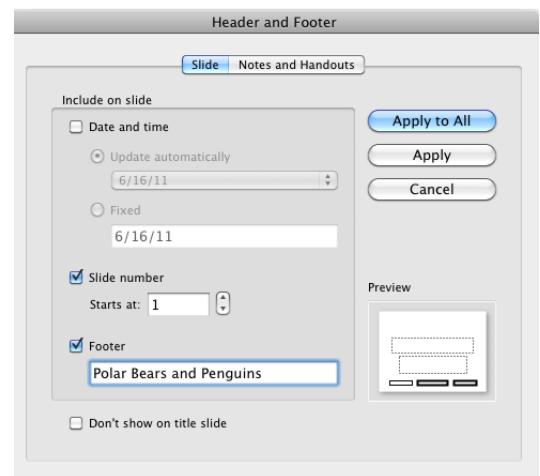
## INSERTING SLIDE NUMBERS, DATE, AND FOOTERS

Go to **View** menu and choose **Header and Footer....**

Choose the options you would like, including typing text in the *Footer* box, and then click either the *Apply* or *Apply to All* button.

If you want to change the position of the header or footer, move the placeholder text box on the Master Slide (see page [5](#) for more information about the Master Slide).

Notice that by default, you are editing the header and footer for the slide that will display during your presentation. Click on the *Notes and Handouts* tab to edit the header on those instead.



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## PRINTING AND SAVING AS A PDF

Whether you choose to print your presentation or save it as a PDF to put on the web, the choices are the same. To save as a PDF, select your settings as described for printing, then click on the *PDF* button at the bottom of the dialog box and choose *Save as PDF*....

**Slides:** Choose which of the slides you'd like to print/save.

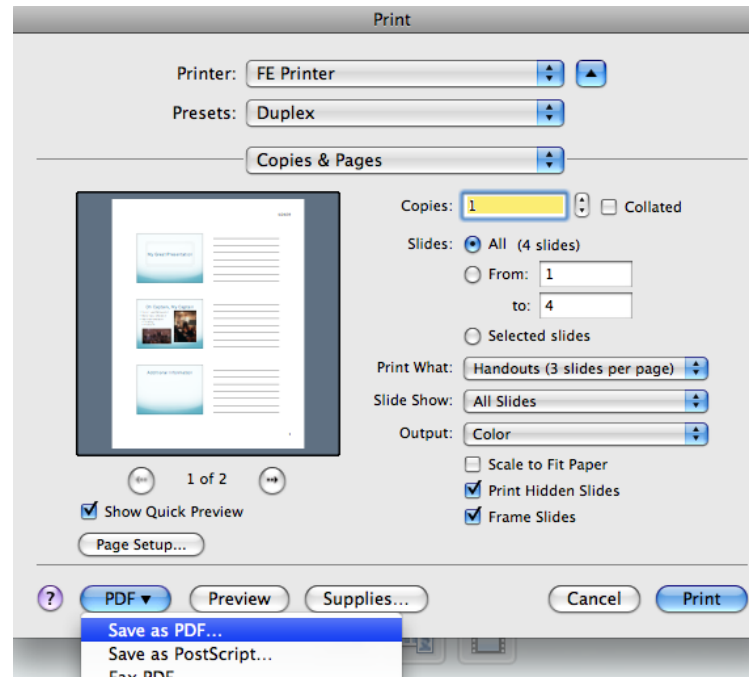
**Print What:** choose to print one slide per page, or several slides per page (3 per page with lines for notes is shown here). 3 or 6 per page is often a good option for posting to your CTools site for your students, because they can zoom in if they want to, and if they print, it's not as much paper.

- **Notes Pages** prints a small version of the slide and any text you've added in the notes area. Access the notes area beneath the slide in Normal View, or go to the **View** menu and choose **Notes Page**.
- **Outline View** prints the title text and text that uses the preset text boxes.

**Output:** choose as desired – if you are printing on a black and white printer, be sure to choose *Grayscale* or *Black and White*.

**Check Boxes:** choose to frame the slides, print hidden slides, etc.

Press *Print* to print or click on the *PDF* button at the bottom of the dialog box and choose *Save as PDF*....



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## DESIGN TIPS

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### BACKGROUNDS AND COLORS

Consistency in font, background, and color scheme are important. PowerPoint has templates that come with their color schemes. Use them or choose your own, but be deliberate in your choices.

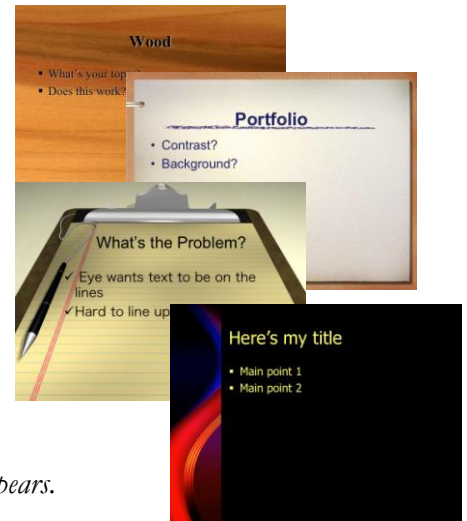
Can you see colors in the **Wood** slide? Is it appropriate?

Notice in the **Portfolio** slide, if you change the background color, it only changes the color on the edge, not the main part (which is an image).

The **Note Pad** slide has difficulty lining the text on the lines.

The **Black slide** doesn't have enough color distinction with the text.

*Note that the lighting of your presentation room could change how your slide appears.*



### BULLETS, FONTS, AND TEXT

**Limit text** to 5 or 6 words per line, and 5 or 6 bullets per slide.

Use **concise wording**, and elaborate as you speak.

Try to stick with **22-point fonts** or larger.

People often use serif fonts for titles and sans-serif for the bullets.

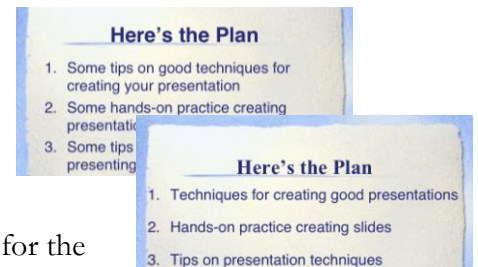
Use fonts that are **easy to read** – avoid script fonts or ALL CAPS!

Be consistent in your use of **headline or sentence capitalization** for the titles and bullets.

Generally, **left-justify bullets**; centered looks ragged (don't use bullets if centering).

Some fonts exist on Mac but not on Windows and vice versa. This can affect your text/bullets.

When at all possible, use the text boxes that come with the layouts. The Master Slide controls these, not text boxes you add manually.



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## GRAPHICS/CHARTS/MULTIMEDIA

If you don't give it a title, "Slide #" will display in the slideshow navigation.

Add the title, and then move it behind the image. It won't show on the screen, but you can use the information to navigate.

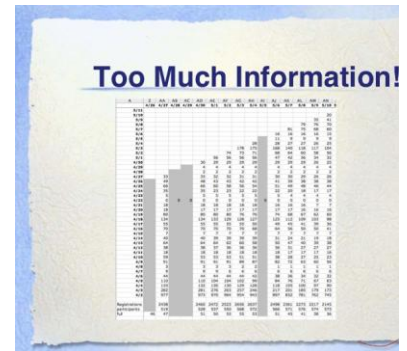
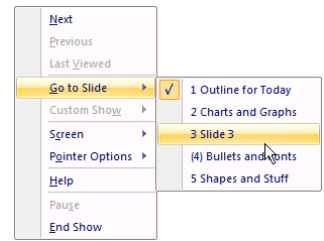
Media should have a purpose; don't put it on if it doesn't have a place.

**Balance text and graphics;** pay attention to placement of the image.

There is **limited editing** capability within PowerPoint; you may need to adjust your images in Photoshop or some other editor.

Use animations to highlight graphics if appropriate.

Make sure your chart is legible and displays the right type of information.



## GENERAL POWERPOINT TIPS

You can read what's on the slide in case people can't see it, but then be sure to expand on each point.

Print the Notes Pages to keep track of what you want to say on each slide.

Check your spelling!

Know how to move back and forth between slides without exiting the show – right-click (or *Control-click*) on the slide to bring up the navigator, use *Apple/Command+Tab* to move between the show and a web browser.

Use hidden slides to have information ready “just in case”.

Know what your last slide is – blank, “Questions?”, contact info, etc. – and when it's coming!

## GENERAL PRESENTATION TIPS

Know your equipment if possible; arrive early and test it.

Bring back ups (jump drive, CD, printout, etc.).

PRACTICE out loud!!

Speak loudly and clearly with enthusiasm, and make eye contact with the audience.

Ask the audience questions to make sure they are with you (if appropriate).

## EXAMPLES

[http://www.tlccreative.com/port\\_ppt.htm](http://www.tlccreative.com/port_ppt.htm)

<http://www.indezine.com/products/powerpoint/cool/index.html>

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